

How to complete and submit an expenditure report

The Expenditure/monthly Report

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Page							
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MOTION 1809			SEPTEMBER	2 014	R	EVISED REPORT	
Manifest							
MAY (2015) \$4.00 PERMINDEN \$5.00 AUGUST \$4.00							
MAY POOT 18.00							
## AUGUST 1820 FEBRUARY 1820 AUGUST 1820				MONTHLY EXPENDITURES			
Second 19.00	JULY (2013)	\$0.00	JANUARY (2014) FERRIARY	\$0.00	JULY (2014)_ AUGUST	\$0.00 \$0.00	
March 18.00 March 18.0	SEPTEMBER	\$0.00	MARCH	\$0.00	SEPTEMBER	\$0.00	
Part	OCTOBER		APRIL				
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# FORDITION 50.00			PERCENTAGE OF GRANT SPENT:		#DIV/0!		
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## POSITION \$1,00 \$0.00 \$1.00	BUDGET LINE ITEMS:	ACTUAL BUDGET	PREVIOUS MONTH'S EXPENDITURES		TEAR-10-DATE EXPENDITURES	BALANCE	
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Revised 7/19/201:	NT NAME BELOW			PRINT NAME BELOW			

- Domestic Violence
- Marriage License Fee
- Divorce Filing Fee
- Sexual Assault

- Domestic Violence
- Marriage License Fee
- Divorce Filing Fee
- Sexual Assault

Funds are issued quarterly but the reports are due monthly



Grantees should attempt to review each report prior to submission to aid with accuracy of document

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Expenditure/monthly reports

- Domestic Violence
- Marriage License Fee
- Divorce Filing Fee
- Sexual Assault

Each form is in an Excel spreadsheet format that contains workbooks that automatically calculate the line items for each month of the grant cycle with the exception to the Divorce Filing Fee monthly expenditure report.



Will I be able to know my grant fund balance?





Each monthly report will have a column that will contain the previous month's actual expense balance. (This does not apply to the July expenditure report)

This column will provide the ability to know the balance from the previous month.

This column should aid with being aware of the balance from month to month.

The balance information is also located in the top section of each report beside the month



Utilization rate....

Each monthly report will have a utilization rate (percentage %) area

The utilization rate should provide the ability to know the rate that grant funds are being expended



ALL FORMS ARE LOCATED ON THE WEBSITE Domestic Violence

funding code 1781

Marriage License Fee

funding code 1782

Divorce Filing Fee

funding code 1732-7325

Sexual Assault

funding code 1734





Grant funds shall not be supplanted

Grant funds shall not be co-mingled

 DV,MLF, SA, and DFF expenditure reports are <u>due by the 15th of each</u> month

• Faxed copies are **NOT** acceptable

Scanned/emailed (5 page maximum total allowed)
reports/documents are acceptable

- Reports are required to provide fiscal accountability of the use of the grant funds
- Reports should cover expenditures that have occurred during that month only
- Reports should be submitted for each month of the grant cycle

 Reports should be submitted each month even if expenditures have not occurred.

 This would occur during the initial start of the grant cycle.

 Submit reports until grantee can support that all of the grant funds have been expended for the cycle

- Reports should be in compliance with applicable laws, regulations and guidelines
- Transactions should be properly recorded and accounted for each month

- Costs should be associated with the grant funds allocated
 - i.e. domestic violence expenditures should not be utilized for sexual assault expenditures

The Expenditure/monthly Report

		DOMESTIC	IL FOR WOMEN C VIOLENCE			
	EXPENDITURES REPORT 2013-14 ORIGINAL REPORT SEPTEMBER2 014 REVISED REPORT					
PROGRAM NAME:		SEPTEMBER.		'	NETICE NETURI	
TAY ID #						
COUNTY:						
			MONTHLY EXPENDITURES			
JULY (2013) AUGUST	\$0.00 \$0.00	JANUARY (2014) FEBRUARY	\$0.00 \$0.00	JULY (2014) AUGUST	\$0.00 \$0.00	
SEPTEMBER	\$0.00	MARCH	\$0.00	SEPTEMBER	\$0.00	
OCTOBER	\$0.00	APRIL	\$0.00	-		
NOVEMBER	\$0.00	MAY				
DECEMBER	\$0.00	JUNE	\$0.00			
013 EXPENDITURES	\$0.00	2014 EXPENDITURES	\$0.00	FY 2013-2014 TOTAL EXPENDITURES	\$0.00	
		PERCENTAGE OF GRANT SPENT:		#DIV/0!		
BUDGET LINE ITEMS:						
BUDGET LINE ITEMS:	ACTUAL BUDGET	PREVIOUS MONTH'S EXPENDITURES	ACTUAL EXPENDITURES THIS MONTH	YEAR-TO-DATE EXPENDITURES	BALANCE	
IE / POSITION	\$0.00	\$0.00	PERSONNEL	\$0.00	\$0.0	
IE / POSITION	\$0.00			\$0.00	\$0.0	
ME / POSITION	\$0.00	\$0.00		\$0.00	\$0.0	
IE / POSITION	\$0.00	\$0.00		\$0.00	\$0.0	
IE / POSITION	\$0.00			\$0.00	\$0.0	
ME / POSITION ME / POSITION	\$0.00 \$0.00			\$0.00 \$0.00	\$0.0 \$0.0	
IE / POSITION IE / POSITION	\$0.00 \$0.00			\$0.00 00.02	\$0.0 \$0.0	
ME / POSITION	\$0.00			\$0.00	\$0.0	
A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
NGE	\$0.00	\$0.00		\$0.00	\$0.0	
VEL/TRAININGS	\$0.00			\$0.00	\$0.0	
IT I	\$0.00		RATING EXPENSES (OFFICE/SHELTER)	\$0.00	\$0.0	
ITIES	\$0.00	\$0.00		00.00	\$0.0	
MUNICATIONS / POSTAGE	\$0.00			\$0.00	\$0.0	
PLIES	\$0.00			\$0.00	\$0.0	
AIRS / MAINTENANCE	\$0.00			\$0.00	\$0.0	
JIPMENT LEASE	\$0.00			\$0.00	\$0.0	
NTING	\$0.00			\$0.00	\$0.0	
URANCE / BONDING	\$0.00			\$0.00	\$0.0	
RVICES	\$0.00	\$0.00		\$0.00	\$0.0	
IT (ONLY IF APPROVED)	\$0.00		FOLIPMENT	\$0.00	\$0.0	
MPUTER(S)	\$0.00	\$0.00		\$0.00	\$0.0	
NTER(S)	\$0.00	\$0.00		\$0.00	\$0.0	
INITURE	\$0.00	\$0.00		\$0.00	\$0.0	
MER(S) MACHINE(S)	\$0.00 \$0.00	\$0.00 \$0.00	;	\$0.00 \$0.00	\$0.0 \$0.0	
IICLE(S)	\$0.00			\$0.00	\$0.0	
ER EQUIP. (SPECIFY)	\$0.00			\$0.00	\$0.0	
	40.00		CLIENT/VICTIM COSTS			
ANCIAL ASSISTANCE	\$0.00			\$0.00	\$0.0	
NSPORTATION	\$0.00	po.og		po.og	\$0.0	
TION/FEES	\$0.00			\$0.00	\$0.0	
DCARE	\$0.00 \$0.00	\$0.00		00.00 00.02	\$0.0 \$0.0	
IER (SPECIFY)	\$0.00 \$0.00			\$0.00 \$0.00	\$0.0 \$0.0	
IER (SPECIFY)	\$0.00	\$0.00		\$0.00	\$0.0	
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IER (SPECIFY)	\$0.00	\$0.00		\$0.00 \$0.00	\$0.0	
ER (SPECIFY) IER (SPECIFY)	\$0.00	\$0.00		\$0.00	\$0.0	
TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.0	
			INVENTORY PURCHASED			
EQUIPMENT TYPE	BRAND	MODEL	SERIAL#	YEAR PURCHASED	COST	
EXAMPLE: COPIER	EXAMPLE: XFROX	EXAMPLE: 5343C	EXAMPLE: 8475584	EXAMPLE: 2007	EXAMPLE: 785	
COFIER	AEKUA	03430	047UD84	2007	780	
					\$0.00	
INFORMATION PROVIDED IS CUTIVE ECTOR'S NATURE AND DATE	CORRECT AND ACCURATE	E TO THE BEST OF MY KNOWLEDGE	PREPARED BY SIGNATURE AND DATE			
NATURE AND DATE			PRINT NAME BELOW			
					Revised 7/19/201	

- Reports should not be altered
- Reports contains formulas in the cells that "auto calculate" data

- The "auto calculations" carry over to the next month
- Each workbook contains a series of worksheets associated with the months of the grant cycle

Domestic Violence grant funds-July 1-September 30

Marriage License Fee funds-July 1-September 30

Divorce Filing Fee funds-July 1-September 30

Sexual Assault funds-July 1-June 30



- Each report must be signed and dated
- Each report must contain a summary page
- Each report must contain supporting documents
- Each report should be assessed to ensure that all items on the report have been addressed



The summary page

- Shall list the line item expenditures associated with the monthly cost report
- Shall not be substituted for a supporting document
- The summary page totals should be the same as the monthly report's "actual expenses for the month" total



Supporting documents

- Receipts
- Invoices
- Check Stubs
- Time sheets (associated with personnel line items)
- Lease/rental agreements
- Any written documentation that supports the expenditure/cost/line items listed on the monthly report and summary page
 - RECORDS MUST BE RETAINED FOR 5 YEARS FROM END OF GRANT OR UNITIL COSTS HAVE BEEN CLOSED OUT
 - RECORDS MUST BE AVAILABLE FOR INSPECTION BY FUNDING AGENCY AND STATE AUDITOR



- Supporting documents should provide clarity of the line item listed on the report and summary page
- Grants staff can not "guess" on the expenditure
- Supporting documents should be presented in the order that they are listed on the monthly report and summary page or should have clear indication of which cost it supports
- The supporting documents total should be the same as the summary page total and monthly report's "expenses for the month" total



The final report submitted at the end of the grant cycle should be assessed to ensure that the "balance" column Reflects "0"

There should not be a "negative" balance in the "balance" column on any final expenditure report submitted for that grant cycle

The expenditure reports are based on the actual grant award amounts Issued during that grant cycle

Example:

Domestic violence final grant award amount= \$45,324.32
The final report should not have a final balance of -\$1000.00



CHECKLIST

Month is listed on report

Program name is listed on report

Tax identification # is listed on report

County location is listed on report

Expenditure amount is listed beside the appropriate month

Grand total expenditures and year-to-date expenditures match

Actual budget column reflects the grant award amount



CHECKLIST

Actual expenses pertain only to the expenses incurred during that month

Personnel line items list names/titles separately

The totals on the monthly report, summary page, and supporting documents are the same

New line items have not been created

Report has been signed

Report has printed name

Report has been dated

EQUIPMENT INVENTORY

The monthly expenditure report has an area at the bottom for grantee to provide pertinent information pertaining to equipment purchases made with each specific grant fund

All equipment must be tagged with a fixed asset label and records have to be maintained. The equipment remains with the local entity.



The grant administrator must approve any equipment purchased with a value greater than \$1000.00

Budget Transfer Request BTR

NC CFW Budget	Transfe	er Reque	St REVISED 7/10		
Program Name:		•			
Program Type:					
Tax ID#:					
County:					
-					
Fiscal year:	FY	thru	FY		
May 31st is the deadline for all SA, DV ,MLI	F and DFF	Transfer Re	quests.		
Review calculations & balances prior to submission.					
Indicate budget to be affected by transfer of funds	by placing	an "X" beside i	name		
Marriage License Fee:					
Divorce Filine Fee:					
Domestic Violence:					
Sexual Assault:					
				Г	
Transferring amount/line item from:	Amount	Balance after transfer	Transferring amount/line item to:	Amount	Balance after transfer
	\$			\$	\
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
Total:	0		Total:	0	
Justification/Explanation:					
(Transfers can only occur between existing line items listed in ac	tual approved b	udget)			
The information provided has been reviewed and is true and corn	ect to the best of	of my knowledge			
Executive Director's Signature:		,		Date:	
					_
Upon review & signaturesubmit to assigned Region Direct	<u>or</u>				2
I attest that the line item exists, the balance is sufficient and the transfer meets v		pals.			
Region Director's Signature:				Date:	_
-					
Upon review & signaturesubmit to assigned Grants Admin	istrator				-
I attest that the funds are available for transfer and they meet the criteria of the	grant agreement gu	uidelines.			
Grants Administrator's Signature:				Date:	



Budget Transfer Request form

Existing line item amounts can be transferred

An existing line item amount can be transferred to or from another existing line item amount

Transfer of funds can only be occur upon completion and approval of a <u>budget transfer</u> request



Budget Transfer Request form

The budget transfer request form is located on the website

The budget transfer request form must be submitted to assigned region director initially for approval

The assigned region director will submit the budget transfer request to The assigned grants administrator for final approval

Transfer of funds can only be occur upon completion and approval of a budget transfer request

Submission of reports

- The original dated and signed report must be submitted to assigned grants administrator
- A copy of the report should be submitted to the assigned region director
- FAXED DOCUMENTS are not allowed
- EMAILED DOCUMENTS are allowed
 (5 page maximum total allowed)

Submission of reports

- US MAIL ADDRESS:
 - ATTENTION: NC CFW GRANTS SECTION
 - 1320 MAIL SERVICE CENTER
 - RALEIGH NC 27699-1320
- (FEDEX/UPS)PHYSICAL ADDRESS:
 - ATTENTION: NC CFW GRANTS SECTION
 - 116 WEST JONEST STREET SUITE G-120
 - RALEIGH NC 27601

Submission of reports

- The original dated and signed report must be submitted to the grants administrator
- A copy of the report should be submitted to the assigned region director

FAXED DOCUMENTS WILL NOT BE ACCEPTED

EMAILED DOCUMENTS WILL BE ACCEPTED (WITH A 5 PAGE MAXIMUM TOTAL)



Contact the grants administrator and/or assigned region director

Toll free#-1-877-502-9898